

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   28</b>	
2. AMENDMENT/MODIFICATION NO. <b>0001</b>		3. EFFECTIVE DATE <b>01-Mar-2004</b>		4. REQUISITION/PURCHASE REQ. NO. <b>W68MD9-4022-8337</b>		5. PROJECT NO.(If applicable)	
6. ISSUED BY USA ENGINEER DISTRICT, SEATTLE ATTN: CENWS-CT 4735 EAST MARGINAL WAY SOUTH SEATTLE WA 98134-2329		CODE <b>W912DW</b>		7. ADMINISTERED BY (If other than item 6) USA ENGINEER DISTRICT, SEATTLE SCOTT BRITT PH:206-764-3517 FAX: 206-764-6817 SCOTT.W.BRITT@US.ARMY.MIL SEATTLE WA		CODE <b>W912DW</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<b>X</b>		9A. AMENDMENT OF SOLICITATION NO. <b>W912DW-04-Q-0052</b>	
				<b>X</b>		9B. DATED (SEE ITEM 11) <b>20-Feb-2004</b>	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.</b> <b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <b>See Continuation Sheet</b>							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		<b>01-Mar-2004</b>	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**The following items are applicable to this modification:**CONTINUATION PAGE

## I. The Solicitation is amended as follows:

1. Section 1449 - Block 8: OFFER DUE DATE/LOCAL TIME is changed from 12:00 AM 02 Mar 2004 to 10:00 AM 04 Mar 2004.
2. Section 1449 - CONTINUATION SHEET is revised as follows
  - A. PRICING SCHEDULE is revised to more closely reflect items on Statement of Work. PRICING SCHEDULE is replaced in its entirety.
  - B. Revisions are made to the following sections of the STATEMENT OF WORK – the STATEMENT OF WORK is replaced in its entirety:
    - (i) PART II
      - (a) 1.B. Remove Trash
      - (b) I. K. Stripping and Refinishing Floors
      - (c) I. P. Wash Interior Glass
      - (d) I. Q. Wash Exterior Glass
      - (e) I R. Entrance Exteriors
    - (ii) ATTACHMENT: Exhibit A - Table 1 Performance Frequency Schedule – the ATTACHMENT is replaced in its entirety.
      - (a) Chart is re-organized
      - (b) Item T: Vault Cleaning Schedule is added

## II. There are no additional changes as a result of this amendment.

NOTICE: PLEASE SEND PAST PERFORMANCE FORMS TO REFERENCES ASAP TO ASSURE THEIR TIMELY DELIVERY TO SCOTT BRITT. LATE FORMS MAY JEOPARDIZE YOUR AWARD.

## ATTACHMENTS

PRICING SCHEDULE  
STATEMENT OF WORK

PRICING SCHEDULE

**0001 BASE PERIOD** - Furnish all labor, equipment and material for janitorial services at Chief Joseph Dam Project, Bridgeport, Washington from approximately 8 March 2004 through 28 February 2005 in strict accordance with specifications, statement of work, drawings, incorporated WAGE DETERMINATION NO: 94-2565 REV (19) AREA: WA, SPOKANE and other provisions herein:

**SEE ATTACHMENT: Exhibit A - Table 1 for description of monthly requirements and frequency**

**VISITOR CENTER**

**0001AA** VISITOR CENTER: Janitorial services (exclusive of Items J, K, & M on Table 1)  
01 MAY 2004 through 30 SEP 2004

\_\_\_\_\_ . \_\_\_\_ per month x 5 months = \_\_\_\_\_ . \_\_\_\_

**0001AB** VISITOR CENTER: three quarterly floor stripping/cleaning, buffing services and carpet cleaning services  
(Items J, K, & M on Table 1)  
01 MAY 2004 through 31 OCT 2004

\_\_\_\_\_ . \_\_\_\_ each x 3 = \_\_\_\_\_ . \_\_\_\_

**SPILLWAY OVERLOOK**

**0001AC** SPILLWAY OVERLOOK: Janitorial services  
MAR 2004 through OCT 2004

\_\_\_\_\_ . \_\_\_\_ per month x 7 months = \_\_\_\_\_ . \_\_\_\_

**SECURITY STATION**

**0001AD** SECURITY STATION: Janitorial services (exclusive of Items J, K, & Q on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_ . \_\_\_\_ per month x 12 months = \_\_\_\_\_ . \_\_\_\_

**0001AE** SECURITY STATION: four quarterly floor stripping/cleaning and buffing services  
(Item J & K on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_ . \_\_\_\_ each x 4 = \_\_\_\_\_ . \_\_\_\_

**0001AF** SECURITY STATION: three quarterly exterior glass-cleaning services  
(Item Q on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_ . \_\_\_\_ each x 3 = \_\_\_\_\_ . \_\_\_\_

**ADMINISTRATION BUILDING**

**0001AG** ADMINISTRATION BUILDING: Janitorial services (exclusive of Items K, M, P, & Q on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_per month x 12 months = \_\_\_\_\_.

**0001AH** ADMINISTRATION BUILDING: four quarterly floor stripping/cleanings, carpet cleaning & interior glass washing services (Items K, M, & P on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_each x 4 = \_\_\_\_\_.

**0001AI** ADMINISTRATION BUILDING: three quarterly exterior glass-washing services (Item Q on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_each x 3 = \_\_\_\_\_.

**COMMONS BUILDING**

**0001AJ** COMMONS BUILDING: Janitorial services (Exclusive of Items K, M, P, & Q on Table 1)  
MAR 2004 through 28 FEB2005

\_\_\_\_\_per month x 12 months = \_\_\_\_\_.

**0001AK** COMMONS BUILDING: four quarterly floor stripping/cleanings, carpet cleaning & interior glass washing services (Items K, M, & P on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_each x 4 = \_\_\_\_\_.

**0001AL** COMMONS BUILDING: three Quarterly exterior glass-washing services (Item Q on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_each x 3 = \_\_\_\_\_.

**ORIENTATION RESTROOM**

**0001AM** ORIENTATION RESTROOM: Janitorial services  
(Exclusive of Items K & on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_ per month x 12 months = \_\_\_\_\_

**0001AN** ORIENTATION RESTROOM: four Quarterly floor stripping/cleanings, & interior glass  
washing services (Items K & P on Table 1)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_ each x 4 = \_\_\_\_\_

**VAULT TOILETS**

**0001AO** Periodic Janitorial service of each Single Vault Toilet (minimum 450 - maximum 650)  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_ each x 650 times = \_\_\_\_\_

**0001AP** Janitorial services at Brandt's Landing Single Vault Toilet  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_ each x 156 = \_\_\_\_\_

**GENERAL SERVICES AS DIRECTED**

**0001AQ** General Janitorial Service Hours as directed  
MAR 2004 through 28 FEB 2005

\_\_\_\_\_ per hour x 85 hours = \_\_\_\_\_

**0001 BASE PERIOD TOTAL \$** \_\_\_\_\_

**0002 FIRST OPTION PERIOD** - Furnish all labor, equipment and material for janitorial services at Chief Joseph Dam Project, Bridgeport, Washington from 01 March 2005 through 28 February 2006 in strict accordance with specifications, statement of work, drawings, incorporated REVISED WAGE DETERMINATION NO: 94-2565 AREA: WA, SPOKANE and other provisions herein:

**SEE ATTACHMENT: Exhibit A - Table 1 for description of monthly requirements and frequency**

**VISITOR CENTER**

**0002AA** VISITOR CENTER: Janitorial services (exclusive of Items J, K, & M on Table 1)  
01 MAY 2005 through 30 SEP 2005

\_\_\_\_\_ . \_\_\_\_ per month x 5 months = \_\_\_\_\_ . \_\_\_\_

**0002AB** VISITOR CENTER: three quarterly floor stripping/cleaning, buffing services and carpet cleaning services  
(Items J,K, & M on Table 1)  
01 MAY 2005 through 31 OCT 2005

\_\_\_\_\_ . \_\_\_\_ each x 3 = \_\_\_\_\_ . \_\_\_\_

**SPILLWAY OVERLOOK**

**0002AC** SPILLWAY OVERLOOK: Janitorial services  
01 MAR 2005 through OCT 2005

\_\_\_\_\_ . \_\_\_\_ per month x 7 months = \_\_\_\_\_ . \_\_\_\_

**SECURITY STATION**

**0002AD** SECURITY STATION: Janitorial services (exclusive of Items J, K, & Q on Table 1)  
01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_ . \_\_\_\_ per month x 12 months = \_\_\_\_\_ . \_\_\_\_

**0002AE** SECURITY STATION: four quarterly floor stripping/cleaning and buffing services  
(Item J & K on Table 1)  
01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_ . \_\_\_\_ each x 4 = \_\_\_\_\_ . \_\_\_\_

**0002AF** SECURITY STATION: three quarterly exterior glass-cleaning services  
(Item Q on Table 1)  
01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_ . \_\_\_\_ each x 3 = \_\_\_\_\_ . \_\_\_\_

**ADMINISTRATION BUILDING**

**0002AG** ADMINISTRATION BUILDING: Janitorial services (exclusive of Items K, M, P, & Q on Table 1)

01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_per month x 12 months = \_\_\_\_\_.

**0002AH** ADMINISTRATION BUILDING: four quarterly floor stripping/cleanings, carpet cleaning & interior glass washing services (Items K, M, & P on Table 1)

01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_each x 4 = \_\_\_\_\_.

**0002AI** ADMINISTRATION BUILDING: three quarterly exterior glass-washing services (Item Q on Table 1)

01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_each x 3 = \_\_\_\_\_.

**COMMONS BUILDING**

**0002AJ** COMMONS BUILDING: Janitorial services (Exclusive of Items K, M, P, & Q on Table 1)

01 MAR 2005 through 28 FEB2006

\_\_\_\_\_per month x 12 months = \_\_\_\_\_.

**0002AK** COMMONS BUILDING: four quarterly floor stripping/cleanings, carpet cleaning & interior glass washing services (Items K, M, & P on Table 1)

01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_each x 4 = \_\_\_\_\_.

**0002AL** COMMONS BUILDING: three Quarterly exterior glass-washing services (Item Q on Table 1)

01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_each x 3 = \_\_\_\_\_.

**ORIENTATION RESTROOM**

**0002AM** ORIENTATION RESTROOM: Janitorial services  
(Exclusive of Items K & P on Table 1)  
01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_ per month x 12 months = \_\_\_\_\_

**0002AN** ORIENTATION RESTROOM: four Quarterly floor stripping/cleanings, & interior glass  
washing services (Items K & P on Table 1)  
01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_ each x 4 = \_\_\_\_\_

**VAULT TOILETS**

**0002AO** Periodic Janitorial service of each Single Vault Toilet (minimum 450 - maximum 650)  
01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_ each x 650 times = \_\_\_\_\_

**0002AP** Janitorial services at Brandt's Landing Single Vault Toilet  
01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_ each x 156 = \_\_\_\_\_

**GENERAL SERVICES AS DIRECTED**

**0002AQ** General Janitorial Service Hours as directed  
01 MAR 2005 through 28 FEB 2006

\_\_\_\_\_ per hour x 85 hours = \_\_\_\_\_

**0002 OPTION 1 TOTAL** \$ \_\_\_\_\_



**0003 SECOND OPTION PERIOD** - Furnish all labor, equipment and material for janitorial services at Chief Joseph Dam Project, Bridgeport, Washington from 01 March 2006 through 28 February 2007 in strict accordance with specifications, statement of work, drawings, incorporated REVISED WAGE DETERMINATION NO: 94-2565 AREA: WA,SPOKANE and other provisions herein:

**SEE ATTACHMENT: Exhibit A - Table 1 for description of monthly requirements and frequency**

**VISITOR CENTER**

**0003AA** VISITOR CENTER: Janitorial services (exclusive of Items J, K, & M on Table 1)  
01 MAY 2006 through 30 SEP 2006

\_\_\_\_\_ . \_\_\_\_ per month x 5 months = \_\_\_\_\_ . \_\_\_\_

**0003AB** VISITOR CENTER: three quarterly floor stripping/cleanings and carpet cleaning services  
(Items K & M on Table 1)  
01 MAY 2006 through 31 OCT 2006

\_\_\_\_\_ . \_\_\_\_ each x 3 = \_\_\_\_\_ . \_\_\_\_

**SPILLWAY OVERLOOK**

**0003AC** SPILLWAY OVERLOOK: Janitorial services  
01 MAR 2006 through OCT 2006

\_\_\_\_\_ . \_\_\_\_ per month x 7 months = \_\_\_\_\_ . \_\_\_\_

**SECURITY STATION**

**0003AD** SECURITY STATION: Janitorial services (exclusive of Items J, K, & Q on Table 1)  
01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_ . \_\_\_\_ per month x 12 months = \_\_\_\_\_ . \_\_\_\_

**0003AE** SECURITY STATION: four quarterly floor stripping/cleaning and buffing services  
(Item J & K on Table 1)  
01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_ . \_\_\_\_ each x 4 = \_\_\_\_\_ . \_\_\_\_

**0003AF** SECURITY STATION: three quarterly exterior glass-cleaning services  
(Item Q on Table 1)  
01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_ . \_\_\_\_ each x 3 = \_\_\_\_\_ . \_\_\_\_

**ADMINISTRATION BUILDING**

**0003AG** ADMINISTRATION BUILDING: Janitorial services (exclusive of Items K, M, P, & Q on Table 1)

01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_per month x 12 months = \_\_\_\_\_.

**0003AH** ADMINISTRATION BUILDING: four quarterly floor stripping/cleanings, carpet cleaning & interior glass washing services (Items K, M, & P on Table 1)

01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_each x 4 = \_\_\_\_\_.

**0003AI** ADMINISTRATION BUILDING: three quarterly exterior glass-washing services (Item Q on Table 1)

01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_each x 3 = \_\_\_\_\_.

**COMMONS BUILDING**

**0003AJ** COMMONS BUILDING: Janitorial services (Exclusive of Items K, M, P, & Q on Table 1)

01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_per month x 12 months = \_\_\_\_\_.

**0003AK** COMMONS BUILDING: four quarterly floor stripping/cleanings, carpet cleaning & interior glass washing services (Items K, M, & P on Table 1)

01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_each x 4 = \_\_\_\_\_.

**0003AL** COMMONS BUILDING: three Quarterly exterior glass-washing services (Item Q on Table 1)

01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_each x 3 = \_\_\_\_\_.

**ORIENTATION RESTROOM**

**0003AM** ORIENTATION RESTROOM: Janitorial services  
(Exclusive of Items K & P on Table 1)  
01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_ per month x 12 months = \_\_\_\_\_

**0003AN** ORIENTATION RESTROOM: four Quarterly floor stripping/cleanings, & interior glass  
washing services (Items K & P on Table 1)  
01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_ each x 4 = \_\_\_\_\_

**VAULT TOILETS**

**0003AO** Periodic Janitorial service of each Single Vault Toilet (minimum 450 - maximum 650)  
01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_ each x 650 times = \_\_\_\_\_

**0003AP** Janitorial services at Brandt's Landing Single Vault Toilet  
01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_ each x 156 = \_\_\_\_\_

**GENERAL SERVICES AS DIRECTED**

**0003AQ** General Janitorial Service Hours as directed  
01 MAR 2006 through 28 FEB 2007

\_\_\_\_\_ per hour x 85 hours = \_\_\_\_\_

**0003 OPTION TWO TOTAL \$** \_\_\_\_\_

## STATEMENT OF WORK

### 1. GENERAL REQUIREMENT

1.1 The Contractor shall furnish, except as otherwise specified herein, all necessary labor, equipment, materials, and supervision to perform janitorial services in the manner, location and frequency set forth in the following paragraphs and schedules. The work shall be performed at the Chief Joseph Dam Project, Bridgeport, Washington. Work is required through all seasons so a wide variety of weather conditions should be expected. Though snow & ice may hinder access to vault toilets and other buildings, the work must still be accomplished.

1.2 The work to be performed will be in the Visitor Center, Security Station, Administration Building, Commons Building, and public recreation areas. Since the areas to be serviced will be frequented by the public, very high standards of work performance will be required of the Contractor.

1.3 Prospective bidders are highly encouraged to visit the site to acquaint themselves with the facilities which are to receive janitorial services. Unique conditions and problems exist for a janitorial contractor and deserve attention in advance of bid preparation.

### 2. SUPERVISOR, CONTRACT MANAGER, AND EMPLOYEE AUTHORITIES / RESPONSIBILITIES

2.1 A bona fide Supervisor shall be required to visit the work-site at least weekly to verify the work is being accomplished and to inspect the quality of the work. If work items are not being performed adequately, skipped, not according to the schedules, and/or deductions are occurring, more frequent inspections will be required along with meetings as frequently as weekly with the COR or authorized representative. These Supervisor visits shall be documented on the appropriate Janitorial Sign-Off Sheets showing what work was inspected and the times the inspections occurred. The Supervisor shall have written authority to represent the Contractor in most matters concerning this contract. If the Supervisor is fully empowered to deal with all aspects of billing/deductions they alone may cover a portion of the required monthly meetings. (See 24 Payment for Services Rendered) The Supervisor shall ensure that adequate supplies, equipment, and personnel are provided to accomplish all required work on this contract. The Supervisor shall have the authority to authorize additional work hours as necessary to get the job done. The Supervisor shall schedule personnel and plan to accomplish work early in the allotted time periods in order to meet the performance schedule.

2.2 Within 7 days after award, the Contractor shall provide the name, telephone number, and address of the Contract Manager to the Contracting Officer (CO) and the Contracting Officer's Representative (COR). The Contract Manager shall be designated in writing by the Contractor as the individual who has complete authority to act for the Contractor during the term of the contract. The Contract Manager and the Supervisor may be the same individual if that person has the full authority of both positions.

2.3 The Contractor shall ensure that all employees are capable and demonstrate adequate knowledge of chemicals/cleaning products, tools, equipment, and techniques necessary to perform the work. Note that for the purposes of this contract, the term "employee" shall include actual employees of the Contractor as well as any family member or partner performing work on the job-site. The Government may require the Contractor to discontinue using any employee determined by the Government to be unsatisfactory. In the acceptance or rejection of work by the Government, no allowance will be made for lack of skill of personnel.

### 3. PREWORK MEETING

This meeting shall be held at the work site within one (1) to ten (10) days after contract award and prior to the beginning of work. The purpose of the meeting is to review the contract and work to be performed. A tour of the work areas will be required to discuss specific work requirements. The Contractor shall be required to submit for Government approval the following listed items at the pre-work meeting:

- a. List of all supplies and materials (cleaning agents, waxes, etc.) to be used on the job including the manufacturers' recommendations on the use of all materials, and two (2) complete sets of Material Safety Data Sheets (MSDS).
- b. List of the types of equipment to be used at the work sites (e.g. vehicles, pressure washers, buffers, etc.) License plate numbers will be provided for vehicles.
- c. List of names of employees who will be working for the Contractor anywhere on this job site, along with a completed SF-86 (background security information) for each employee. Designation of both the Contract Manager and the Supervisor along with their addresses and telephone numbers must be included.
- d. Safety plan with job hazard analyses, prepared in an approved format or on a Government provided form (may be obtained after award by contacting Chief Joseph Dam Project, Natural Resource Management Section).
- e. Certificate(s) of insurance.

#### 4. RESUBMISSION OF ABOVE ITEMS

The Contractor shall submit written changes to the items 3 a-e as they occur during the contract year. The combination of initial list and these written changes will be kept current through this process. Annually at the start of an option year on the contract, items 3 a-d will be updated and resubmitted to show the effect of any changes to those lists. A new Certificate of insurance, item 3e, will be required (when the previous one expires) if the one previously submitted does not include the dates of the option year.

#### 5. INSURANCE REQUIRED

The Contractor shall procure and maintain during the entire effective period of this contract the following minimum insurance:

Type	Amount
Workmen's Compensation and Employer's Liability Insurance	\$100,000.00
General Liability Insurance	\$500,000.00 per occurrence
Automobile Liability Insurance	\$200,000.00 per person and
Bodily Injury	\$500,000.00 per occurrence
Property Damage	\$20,000.00 per occurrence

#### 6. PERMITS AND LICENSES

The Contractor shall, without additional expense to the Government, be responsible for obtaining all necessary licenses and permits, and for complying with any applicable Federal, State, County, and Municipal laws, codes and regulations, in connection with the execution of the work.

#### 7. CONTRACTOR & EMPLOYEE IDENTIFICATION, PERSONAL APPEARANCE, AND CHECK-IN

7.1 All vehicles used in the performance of this contract shall prominently display company identification.

7.2 The Contractor shall provide and maintain an up-to-date list of all employees who are working under this contract. New employees must submit a completed SF-86. All workers on this contract will be required to obtain an official contractor identification card at either Fairchild Air Force Base or the district office in Seattle

within 30 days of the beginning of the contract or, for subsequent hires, within 30 days of their employment on the contract.

7.3 Each employee shall maintain a clean, neat, and well-groomed appearance. All workers must wear a uniform consisting of long brown trousers, safety shoes, and a tan colored shirt with a nametag that includes company identification and the employee's complete name. Shirts may be short or long-sleeved.

## 8. PARKING

Employees of the Contractor will park their private vehicles only in areas designated by the Contracting Officer's Representative (COR). Contractor vehicles shall not be stopped, parked or left standing on any road or adjacent thereto in such a manner as to endanger other vehicles using such road.

## 9. SUBCONTRACTING

No work may be subcontracted, without the written approval of the COR. Compliance with the provisions of this contract by subcontractors shall be the responsibility of the Contractor.

## 10. COMPLAINTS RECEIVED FROM PUBLIC

All complaints from the public concerning the Contractor's operation or personnel will be investigated by the COR. If these complaints are valid, the COR will notify the Contractor in writing, requesting that corrective action be taken. Failure to correct the condition will be interpreted as contract noncompliance.

## 11. LOST AND FOUND

All personal property found during the performance of duties of this contract will be turned in to the COR.

## 12. JANITORIAL SIGN-OFF SHEETS

12.1 The Contractor shall record daily work activities on forms provided by the COR. Janitorial Sign-Off Sheets record the completion of local services along with a signature, date and time of completion. These sheets will be located in janitorial closets, non-public areas, or attached to walls in vault toilets (may be in locked boxes). The Contractor shall be responsible for supplying a blank Janitorial Sign-Off Sheet when one fills up. The Sign-Off sheets shall be signed off with date and time on the days and times the work is completed. A sample Sign-Off Sheet is in Appendix A.

12.2 If the Contractor fails to complete Sign-Off Sheets within the required time frames, the COR will assume that no work was done on the days for which those forms were not completed. Similarly, work missing from incomplete Sign-Off Sheets, will also be assumed to have not been done. Deductions will be made accordingly at the COR's discretion.

## 13. PERFORMANCE DURING CORPS MAINTENANCE ACTIVITIES

During the period of this contract, normal maintenance may have to be made by Corps personnel in the buildings or areas the Contractor is scheduled to work. If such maintenance activities prevent the Contractor from performing normal scheduled services, the Contractor shall not be paid for the services not rendered. The Contractor will not be entitled to additional moneys for unexpected or non-routine delays in performance of work. All large debris generated by such activities will be removed by Government personnel. Contractor shall coordinate with COR or his representative to minimize cessation of contracted maintenance activities due to Government maintenance activities.

## 14. OTHER CONTRACTS AT THE CONTRACT SITE

The Government may undertake or award other contracts for other work. The Contractor shall fully cooperate with such other contractors and Government employees. Work schedules may have to be adjusted as directed by the COR, to conform to the requirements of other such work. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by the Government.

## 15. SAFETY

15.1 The Contractor shall comply with applicable OSHA and WISHA standards as well as the Corps of Engineers Safety Requirement Manual, EM 385-1-1. A copy of this manual is available for inspection at the Administration Building prior to bid opening, and a copy will be given to the successful bidder after award. The OSHA standards are subject to change and such changes may affect the Contractor in his/her performance during the contract period. It is the Contractor's responsibility to be knowledgeable of and to comply with such changes.

15.2 Prior to commencement of work, the Contractor shall furnish the COR a written plan relative to the administration of his/her overall safety program (reference section 01.A of EM385-1-1). The plan must address policies and procedures for a safe operation in accordance with applicable provisions of OSHA and EM 385-1-1. The plan should include, but is not limited to, provisions for orientation and training of employees, employee responsibility for working safely, equipment maintenance and use, public safety, and job hazard analyses on each specific task expected of Contractor. The hazard analysis will identify and evaluate hazards and outline proposed methods and techniques to minimize those hazards.

15.3 A few of the safety requirements which will be in force are as follows:

- a. Repair of Equipment. All machinery and equipment shall be shut down and positive means taken to prevent its operation while repairs, fueling or lubrications are being accomplished.
- b. Lights. All mobile equipment shall have adequate headlights and taillights when operating in hours of darkness.
- c. Securing Against Movement. No vehicle or equipment shall be left unattended until after the motor has been shut off, the key removed, parking brake securely set, and gear engaged in low, reverse, or park. Equipment shall be locked or secured to prevent starting by unauthorized persons. If stopped on a hill or grade, front wheels shall be turned or hooked into the curb or the wheels securely blocked.
- d. Guarding. All belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded as such parts are exposed to contact by persons or otherwise create a hazard.
- e. Hot Surfaces. All hot surfaces of equipment, including exhaust pipes or other lines, shall be guarded or insulated to prevent injury and fire.
- f. Fuel Tanks. Fuel tanks shall be located in a manner which will minimize the danger of overflows onto engine, exhaust or electrical equipment.
- g. Flammable Liquids. Handling of all flammable liquids by hand containers shall be in approved type safety containers with flame arrestors and properly labeled.
- h. Personal Protective Devices. Protection of employees' face, sight and hearing shall be required as specified in applicable standards. Hard hats will be worn in areas where other contractors are working or upon request by the COR.
- i. State Codes. All vehicles and drivers will meet and comply with all Washington state vehicle codes.

j. Material Safety Data Sheets or MSDS. These shall be provided for each chemical or cleaning product used on site. At least one copy of these will be kept on site and readily available to all contract personnel. Chemical or cleaning products must be approved by the COR prior to usage. Contract employees must be advised of the information of the MSDS prior to their being exposed to that chemical or product.

15.4 The Contracting Officer will notify the Contractor of non-compliance with any safety regulations. The Contractor shall, after receipt of such notice, immediately take corrective action. Such notice, when delivered to the Contractor or his/her representative at the site of the work, shall be deemed sufficient for the purpose. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

## 16. ACCIDENTS

16.1 The Contractor shall notify the COR immediately of damage to Government or private property and injury to any person resulting from his/her operations. In the event that an accident or injury should occur on Government lands, the Contractor shall first notify the appropriate local emergency service organization and then the COR. (See Section 0.1D of EM 385-1-1.) During hours the COR is not normally present, notification shall be given to the Security guard on duty, and a voice message left for the COR.

16.2 The Contractor shall make a written report of each separate case of an injury or accident. These reports shall include, but shall not be limited to, location, nature of the injury or accident, authorities notified and the action taken along with any other pertinent information. These reports shall be accompanied by sketches, graphs, drawings, and photographs as needed and forwarded to the COR within two (2) working days. Payment for services will be withheld until reports are provided.

## 17. REPORT OF UNUSUAL OR HAZARDOUS CONDITIONS REQUIRING MAINTENANCE

17.1 The Contractor shall immediately report to the COR or his/her authorized representative any unusual and/or potentially hazardous conditions which are observed during the performance of work.

17.2 It shall be the responsibility of the Contractor to notify the COR of facilities that require maintenance beyond the scope of the contract, (i.e., electrical, carpentry, and plumbing repairs) within 24 hours. If a problem is noted which may damage equipment, materials or buildings in a short time frame, immediate notification of the COR is required. Damage due to vandalism shall be reported the same day damage is noticed.

## 18. PROTECTION OF RESOURCES

18.1 The Contractor is responsible for the prevention of environmental pollution. Environmental pollution is defined as the presence of chemicals/cleaning products, physical or biological elements, or other agents that adversely affect human health or welfare; unfavorably alter ecological balances; affect other species; or degrade the utility of the environment for aesthetic and recreational purposes. The control of environmental pollution requires consideration of air, water, land, and involves noise and solid waste management as well as any other pollutants. In order to prevent, and to provide for abatement and control of, any environmental pollution arising from activities in performance of this contract, the Contractor and his/her subcontractors shall comply with all applicable Federal, State, and local laws and regulations concerning environmental pollution control and abatement.

18.2 All waste products, including but not limited to soapy water, wax strippers, cleaning products, etc. shall be disposed of in accordance with all Federal and State laws. At no time will waste products be left unattended in government provided storage areas.

18.3 The Contractor shall be responsible for restoring any Government facilities, structures or equipment damaged as a result of his/her operations. Reasonable care shall be used to avoid damage to existing structures, and equipment in the work areas. Any such damage shall be repaired or replaced as directed by the COR at no cost to the Government. If the Contractor does not make such repair or replacement, the cost thereof will be deducted from payments to be made to him or her.

## 19. PROTECTION OF EXISTING STRUCTURES AND UTILITIES

19.1 The Contractor shall:

- a. Protect against accidental and/or intentional operation of any control system.
- b. Protect all existing structures, utilities, and work of any kind against damage or interruption of service, which may result from operations of the Contractor.



c. Allow only employees directly involved with accomplishment of the Contractor's operations (e.g., no friends, guests, children, or pets) in those areas of the Project not normally open to the public.

d. All doors and windows in work areas shall be locked upon departure from work site as discussed and agreed upon with the COR.

## 20. KEY CONTROL

The Contractor shall establish and implement adequate methods of ensuring that all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. No keys issued may be duplicated. If keys are lost or duplicated by the Contractor, and in the opinion of the Government it is necessary to replace or recode the locks for reasons of security, the direct cost of replacing or recoding will be borne by the Contractor. The Contractor shall report the occurrence of a lost key immediately to the COR or his representative. The cost of replacing lost or destroyed keys issued to Contractor shall be paid by said Contractor. Each lost or destroyed key will result in a minimum deduction of \$125.00 per key.

It is the responsibility of the Contractor to prohibit the use of keys issued by the Government by any other persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by the Contractor's employees to permit entrance of persons other than the Contractor's employees engaged in the performance of assigned work in those areas. All keys issued by the Government shall be signed for by the Contractor. Only the Contract Manager and the Supervisor shall be authorized to sign for keys in behalf of the Contractor. All keys issued to the Contractor shall be returned to the Government issuing office before final payment will be made on this contract.

## 21. SUPPLIES, UTILITIES, AND EQUIPMENT FURNISHED BY THE GOVERNMENT

The Government shall furnish at no cost to the Contractor the following materials and usage of equipment:

- a. Water and electric power necessary to the performance of the work required.
- b. Limited storage space adjacent to most flush restrooms is available for storage of supplies. No storage space is available next to the vault toilets. No additional storage space will be provided.
- c. Disposal dumpster for all collected garbage. The dumpster will be located on the Project, but not necessarily adjacent to immediate work sites.
- d. Storage locations for white paper recycling and aluminum cans. These sites will be located on the Project, but not necessarily adjacent to immediate work sites. Reusable boxes or containers used to collect white paper.
- e. Forms for preparation of Job Hazard Analysis and the Sign-Off Sheets.

## 22. MATERIAL AND EQUIPMENT

22.1 The Contractor shall provide all cleaning supplies, materials, and equipment necessary to comply with the provisions of this contract. A list of all material and equipment to be used shall be submitted for approval by the COR at the pre-work meeting, along with MSDS sheets. As this contract progresses, new materials and equipment proposed for use shall be submitted to the COR for approval, and only those approved shall be used on site. The following are definitions for the major types of cleaning agents and supplies. It is not the intent of the following definitions to imply that these are the only materials necessary to comply with the provisions of the contract.

a. Cleaning Agent. Biodegradable soap, soap compounds, and/or biodegradable detergents shall be used. If the Contractor uses a cleaning compound containing disinfectants and/or deodorants in lieu of applying these materials separately, the label must state that the compound is biodegradable and contains disinfectants and/or deodorants. The manufacturer's instructions shall be followed in mixing the proper strength solution for application.

b. Germicidal Disinfectants. Only standard commercial germicidal disinfectants shall be used. The manufacturer's instructions shall be followed in mixing the proper strength solution for application. The disinfectants may be mixed with the cleaning solution if the manufacturer's instructions on the disinfectant's label do not prohibit it.

c. Deodorizer. Deodorant shall be a material packaged and marketed for use as a deodorizer. The manufacturer's instructions shall be followed in mixing the proper strength for application. The deodorant may be mixed with the cleaning solution of the manufacturer's, if instructions on the deodorant's label do not prohibit it.

- d. Toilet Tissue. Toilet tissue shall be a white, two-ply, unglazed, soft, clean, roll paper.
- e. Deodorant Cakes. Cake shall be 100 percent paradichlorobenzene and perfume firmly pressed into a hard cake. The cake will be furnished in non-rusting hanger, if required.
- f. Odor Suppressant. Suppressant shall be a bacterial type that digests organic wastes to control odors. A compatible deodorant may also be present.
- g. Waste Receptacle Liners. Liners must be polyethylene of 0.002-inch minimum thickness for wastebasket and sanitary napkin disposal bin size and 0.005-inch thickness for 32 gallon size.
- h. Hand Soap. Both the Liquid hand soaps and the Powdered hand soap shall be manufactured for use in mechanical soap dispensers. Both shall be biodegradable and phosphate free. The soap should be selected to work well in their respective dispensers. Due to the variety of dispensers on site, the Contractor should expect to provide up to 4 different hand soap products.
- i. Paper Towels. Paper towels shall be "C" fold with a minimum width of 9-1/8 inch, minimum area of 100 square inches, and a maximum depth of fold of 5-1/2 inch that will fit the existing paper towel dispensers.
- j. Toilet Seat Liners. Liners shall be of disposable paper, 12 inch by 18 inch, matching liner dispensers.
- k. Floor Finish Remover. Remover shall be a high quality industrial type cleaner and stripper.
- l. Floor Finish. Finish shall be a high quality buffable liquid floor polish.
- m. Stain Protector. The Stain protector used on fabric covered chairs shall be a high quality industrial type, "Teflon" containing type.

22.2 All janitorial equipment such as pressure sprayers, vacuum cleaners, carpet cleaning equipment, furniture cleaning equipment, buffers, mops, dust mops, clean mop heads, mop buckets, scrub brushes, brooms, germicidal disinfectants, scouring powders, bowl cleaners, deodorizers, detergents, window cleaning supplies, waxes, etc., shall be supplied by the Contractor.

### 23. NON-PERFORMANCE

23.1 All work shall be subject to inspection, approval, and acceptance by the Government. Work shall be inspected regularly by the COR or her representative and an oral or written notice of deficiencies to be corrected will be given to the Contract Manager or Supervisor. Inspections will be based on the work schedule to assure that inspection closely follows the actual maintenance of the facility or area.

23.2 The Contractor shall have three (3) days from the date of a written notice of deficiencies, in which to furnish satisfactory written explanation of the deficiencies and corrective action taken. No inspector is authorized to change any provision of the specifications without written authorization from the Contracting Officer. The presence or absence of an inspector shall not relieve the Contractor from any requirement of the contract.

23.3 Work will be considered not to have been performed when any one of the following conditions exist:

- a. The work tasks in an area were not performed in strict accordance with the performance standards and procedures.

- b. The required tools were not used or were not in good operating condition, or non-approved chemicals/cleaning products were used.

- c. All or any portion of the tasks were not performed as scheduled.

- d. The Sign-Off Sheets were not completed or not completed when the work was done.

23.4 If work was not performed; a deduction will be made (said deduction will in no way affect the Government's rights under the "Default" clause of this contract). The Government may elect either of the following alternatives to determine the amount of the deduction:

- a. Accomplish the work and charge the Project's current rate for the craft used plus current administrative overhead.

- b. Reduce the monthly rate by an amount proportionate to the work to be accomplished. The deduction will be determined by using the daily rate for that area multiplied by the number of times that work area

was not serviced. The resulting amount will be deducted from the Contractor's monthly invoice. This shall be computed as follows:

The monthly unit price of each area serviced (as specified in bid schedule) shall be divided by:

- 18 for work required 4 days per week;
- 13 for work required 3 days per week;
- 9 for work required 2 days per week;
- 4 for work required 1 day per week.

The unit price shall be used for work required monthly, quarterly, semiannually, or annually. Services using job or hour units will use that unit price. Contractor shall refer to the Performance Frequency Table (Table 1) for required work frequency used in computing deductions. (See Exhibit A)

## 24. PAYMENT FOR SERVICES RENDERED

24.1 The Contract Manager and/or Supervisor shall meet with the COR or his/her authorized representative at Chief Joseph Dam Project Office on a calendar monthly basis, to review the past month's work performance. If the contract is going well according to the COR, the Contract Manager's presence shall only be required a minimum of once every 3 months. Conversely if the contract is not going well, the Contract Manager's presence shall be required a minimum of once a month at these meetings. The Supervisor alone may cover the other monthly meetings provided they are fully empowered to deal with all aspects of billing/deductions. These meetings will occur within the first ten days of each month. The Contract Manager shall submit a copy of the invoice for the past month's work prior to this meeting or bring a copy of the invoice to the meeting so agreement may be reached on work performed. Failure to appear for such a meeting will result in withholding payment until the meeting is accomplished.

Only those work items satisfactorily completed during the month shall appear on the invoice. Items appearing on deficiency reports as unsatisfactory and not available for re-performance shall not be listed on the invoice (see CONTRACT CLAUSES). After the review meeting an original and two copies of the invoice shall be submitted for payment to: US Army Corps of Engineers Finance Center, CEFC-AO-P, 5720 Integrity Drive, Millington, TN 38054-5005.

24.2 An invoice, defined as a written request for payment under the contract for services rendered, shall include the following:

- a. Invoice date.
- b. Name of Contractor.
- c. Time frame covered by invoice.
- d. Contract number (including order number, if any), contract line item number, contract description of supplies or services, quantity, contract unit of measure and unit price, and extended total.
- e. Name and address to which payment is to be sent (which must be the same as that in the contract or on a proper notice of assignment).

24.3 Payments will be made only for actual services satisfactorily completed under this specification. Separate payments will not be made for time spent in planning, mobilizing, or performing administrative work.

24.4 The total number of hours worked by all Contractor employees shall be submitted in conjunction with the monthly invoice for the purposes of safety data. If the total hours are not submitted, payment will be delayed until the COR receives such information.

## PART II

### 1. PERFORMANCE STANDARDS

The following descriptions and definitions provide the basis for the specific work to be accomplished. Each work item defined/described directly relates to work items specified in the performance frequency table (Exhibit A ) and the estimated area inventories (Exhibit B).

A. Clean and Supply Restrooms: Perform the following activities:

- (1) Remove trash (reference Paragraph B.).
- (2) Sweep floors (reference Paragraph C.).
- (3) Wet mop (reference Paragraph D.).
- (4) Spot clean (reference Paragraph E.).
- (5) Dusting (reference Paragraph F.).
- (6) Re-supply all toilet tissue dispensers, toilet seat liner dispensers, towel dispensers, and hand soap dispensers. Place deodorant cakes in all urinals and replace them as they dissipate. Empty sanitary napkin disposal bins.
- (7) Completely damp clean and disinfect all surfaces of toilet bowls, urinals, lavatories, dispensers, and other such surfaces using a germicidal detergent from a spray bottle. Toilet bowl mops shall be used to clean toilet bowls and urinals only.
- (8) Disinfect all surfaces of partitions, stalls, stall doors, and wall areas adjacent to wall mounted lavatories, urinals, and toilets using a spray bottle of germicidal detergent and a clean sponge.
- (9) Once weekly pour water through all floor and fixture drains located in restrooms, pipe chases, and janitorial closets. (Keeps sewer gases out in our dry climate.)
- (10) De-scale toilets and urinals not less than once each month. Use acid-type bowl cleaner and a nylon bowl mop to remove scale, scum, mineral deposits, rust stains, etc. from toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, mineral deposits, rust, stains, etc. Caution must be used to prevent damage to adjacent surfaces caused by spills of the acid-type bowl cleaner.

B. Remove Trash: Consists of the performing the following activities:

- (1) All waste baskets, cigarette butt receptacles, sanitary napkin disposal bins, pencil sharpeners, and other trash containers within the area shall be emptied and returned to their initial location. All waste from such trash receptacles shall be removed from the area and emptied into the designated trash dumpster or receptacle in such a manner as to prevent the adjacent area from becoming littered by such trash. Waste baskets shall be damp wiped with neutral detergent from a spray bottle and a clean sponge or synthetic fiber cloth to remove evident soil.
- (2) Waste cardboard boxes, and packing material too large or bulky for the waste baskets shall be removed as is the above waste. This material will either be labeled with appropriate wording, such as "trash" or "garbage", and/or it will be placed in a hallway or lobby such that it will obvious that it is trash. If there is doubt, leave a note asking if the item is trash.

(3) Aluminum Can Recycling consists of the following steps:

- (a) Only when the special trash cans for aluminum can recycling reach 3/4 full,

empty these trash cans;

(b) Remove inappropriate material as necessary and process it as trash;

(c) Place a new plastic liner (minimum .002 mil. thickness);

(d) Return the emptied trash cans to their proper locations with their lids placed thereon.

(e) Deposit the old liner with aluminum cans in the Government furnished Aluminum Recycling Storage Area located on the Project, in such a manner to prevent the adjacent area from becoming littered by such trash.

(4) White Paper Recycling consists of the following steps:

(a) Only when the small containers for white paper recycling reach  $\frac{1}{2}$  full, move these containers. In most areas such as the Administration Building and Commons Building, the full containers may be moved to a temporary storage location in those buildings when full. Due to variable usage some containers will fill much faster than others. Less than 100 containers are expected to be filled per year.

(b) Place an empty white paper recycling container at the location in the offices where the other was removed. A supply of empty reusable containers will be stored at the locations.

(c) At the minimum of once a month, take the full containers from the temporary storage locations to the White Paper Storage Site and dump the contents into the larger containers there. This location may be moved within the Project Area at the COR's discretion. The initial location is in the Warehouse Main Storage Area.

(d) Distribute the emptied white paper recycling containers to maintain a sufficient quantity in buildings where they are used.

C. Sweep Floors/Walkways: Prior to sweeping the floor/walkway surface, use a mop and neutral detergent to remove spills and obvious soil from the floor and use a putty knife to remove gum, tar, and other sticky substances from the floor. On resilient tile, terrazzo, smooth-sealed concrete, or other smooth-finished floor surfaces, use a treated dust mop and a dustpan to remove accumulated soil and litter. On rough, unsealed concrete or other floors where dust mopping is not effective, use a push broom. Throw rugs shall be vacuumed or shaken out thoroughly outside. The entire area to be swept shall be thoroughly cleaned to remove dust, dry soil, and other litter. Chairs and trash receptacles shall be moved where necessary to sweep underneath.

D. Wet Mop Floors: Prior to being wet mopped, the floor surface shall be swept. Throw rugs shall be vacuumed or shaken out thoroughly outside. A wet mop, mop bucket, wringer, and a neutral detergent solution shall be used to remove all soil and nonpermanent stains from the entire area. The neutral detergent solution shall be changed periodically and remain clear or the area damp mopped shall be rinsed with clear water. All accessible areas shall be damp mopped. Chairs, trash receptacles, etc., shall be moved when necessary to mop underneath. Prior to mopping of the Security Station, wipe the wheels of the chairs to avoid leaving dirt tracks on the wet floor. After being wet mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area. Wet mops shall not be used to clean walls, furniture, restroom fixtures, etc.

E. Spot Clean: Use a sponge, clean cloth, and spray bottle of neutral detergent, germicidal detergent, or glass cleaner to remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, furniture, fixtures, appliances, telephones, railings, etc. Germicidal detergent shall be used in restrooms, kitchen area, elevator walls, and drinking fountains. Glass cleaner shall be used on mirrors and glass surfaces. Lotion cleaner shall be used on hard-to-remove spots. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks and other evidence of removable soil.

F. Dusting: Use a lightly treated dust cloth, lightly treated hand-held dusting tool, lambswool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools to remove all dust, lint, litter, dry soil, etc., from the horizontal surfaces of tables, benches, chairs, file cabinets, visitor exhibits, and other types of office furniture and equipment, and from horizontal ledges, window sills, blinds, hand rails, vents, etc., below 6-1/2 feet from the floor surfaces. Papers on desk tops are not to be dusted or disturbed. An effort should be made to dust all open desk space. After regular dusting, all such surfaces including cracks, corners, vents, blinds, etc., shall have a uniform appearance, free of streaks, smudges, dust, lint, litter, etc. Dusting shall be accomplished by removal of soil from the area - not by rearranging it from one surface to another. The Security Station's Security Console, including all detached monitors, is a special case for dusting. Use of a vacuum with a non-scratching dusting tool will be necessary to dust the console and monitors.

G. High Dusting: High dusting shall be defined as the removal of dust, cobwebs, oil film, etc., from all fixtures and surfaces above 6-1/2 feet from the floor. This includes lights, grills, light fixtures, pipes, sprinkler system, cables, ledges, walls, ceilings, blinds, vents, etc. High dusting shall be accomplished by using treated dust cloths, treated dusting tools, a damp sponge, or a tank vacuum with crevice tool, brush attachment, and wall attachment. After high dusting, all areas and surfaces above 6-1/2 feet from the floor surface shall be free from all types of soil removable by dusting or damp wiping and shall blend in with the areas below 6-1/2 feet high.

H. Clean Drinking Fountains: Use a spray bottle and germicidal detergent, sponge, cloth, brush or abrasive pad to remove all obvious soil, streaks, smudges, etc., from the drinking fountain and cabinet, then, disinfect all porcelain and polished metal surfaces including orifices and drain. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.

I. Clean Kitchen Area: Perform the following activities:

- (1) Remove trash (reference Paragraph B.).
- (2) Sweep floors (reference Paragraph C.).
- (3) Wet mop (reference Paragraph D.).
- (4) Spot clean (reference Paragraph E.).
- (5) Dusting (reference Paragraph F.).
- (6) Completely damp clean and disinfect all outer surfaces of sinks, microwaves, stoves, refrigerators, counter tops, dispensers, and other surfaces using a germicidal detergent from a spray bottle, a clean sponge, polyester abrasive pad or synthetic fiber cloth.
- (7) Clean interior of microwave oven with germicidal detergent.
- (8) Re-supply all towel dispensers and soap dispensers.

J. Buffing: Prior to being buffed, the floor surface shall be swept. Throw rugs shall be vacuumed or shaken out thoroughly outside. A single disc floor machine and buffing pad or brush shall be used to restore a uniform gloss and protective finish to the floors. A spray buff solution will be applied with a spray bottle as necessary to both clean and provide a uniform gloss and protective finish. All areas accessible to the floor machine shall be buffed. Chairs, trash receptacles, etc. shall be moved as necessary to buff underneath. After buffing, the floor shall have a uniform glossy appearance, free of scuff marks, heel marks and other stains.

K. Stripping and Refinishing Floors:

- (1) Stripping shall be defined as the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces and from those floor surfaces which can be exposed by the removal of

non-fixed furnishings. Stripping shall also include the complete removal of all marks, scuffs, stains, etc., except in cases in which there is damage to the floor surface.

The stripping chemical(s) used shall meet the specification for the type of finish and/or sealer being stripped, and shall be used according to the manufacturer's directions. The floor shall be scrubbed with a single disc floor machine equipped with a stripping pad. The stripping solution and rinse water shall be picked up with a wet/dry vacuum except in areas where its use is impossible or impractical. All floor surfaces to which stripper has been applied shall be thoroughly rinsed with clean water. When a wet/dry vacuum is used, the area shall be rinsed at least once after the stripping solution has been removed. If a mop is used to pick up the stripping solution, the area shall be rinsed at least twice.

- (2) Refinishing shall be defined as the proper application of at least two coats of the proper finish and/or sealer to all traffic areas and one coat of finish to areas receiving no traffic. No finish which has been removed from its original container shall be returned to that container. After the finish has dried, the shine shall be uniform and have no streaks, swirls, etc. No stripping solution shall remain on baseboards, doors, or other non-floor surfaces.
- (3) Alter the procedures accordingly for Non-wax tile floors to achieve a similar standard of cleanliness.

L. Vacuum Carpet: Prior to carpeted floors (including steps) being completely vacuumed, the carpeted area shall be policed to remove all surface litter such as paper, gum, rubber bands, paper clips, staples, etc. Throw rugs shall be vacuumed or shaken out thoroughly outside. A beater-bar type carpet vacuum shall be used to vacuum surface soil and embedded grit from all areas accessible to the carpet vacuum. The beater-bar shall be adjusted to correspond with the pile height of the carpet. Chairs and trash receptacles shall be moved where necessary to vacuum underneath. Additionally, when necessary to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to the beater-bar type carpet vacuum, a tank vacuum with crevice tool and brush attachment shall be used. After the carpeted floor has been completely vacuumed, it shall be free of all visible litter, soil, and embedded grit.

M. Carpet Cleaning: The Contractor may use either the water extraction method or the dry foam method of carpet cleaning. The method of cleaning shall comply with the applicable paragraph that follows:

(1) Carpet Cleaning, Water Extraction Method - Carpet cleaning, water extraction method, shall be defined as the spot cleaning, vacuuming, and operation of the water extraction equipment, and re-vacuuming of all carpet in an area. All vacuuming, both before and after the use of the water extraction equipment shall be done with a medium duty pile lifter vacuum. All stained areas shall be treated with spot cleaning solution, following the directions of the manufacturer of the solution. Spot cleaning should continue until as much of the stain as possible has been removed. The water extraction equipment and materials shall meet the specifications given herein. The water extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturer of the water extraction equipment and materials shall be followed during their use. After operating the water extraction equipment and allowing sufficient drying time, the carpet shall be vacuumed following a pattern which will give the carpet pile a uniform appearance.

(2) Carpet Cleaning, Dry Foam Method - Dry foam shampooing of carpets shall be defined as the spot cleaning, vacuuming, shampooing, and re-vacuuming of all carpet in an area. All vacuuming, both before and after shampooing, shall be done with a medium-duty pile lifter type vacuum. All stained area shall be treated with spot cleaning solution, following the directions of the manufacturer. Spot cleaning should be continued until as much of the stain as possible has been removed. The shampooing shall be done using equipment and materials specifically designed for dry foam shampooing and meeting the specifications for such equipment and materials given in this document. The instructions provided by the manufacturers of the equipment and materials shall be followed during its use. Areas, such as corners, which are inaccessible to the machine shall be shampooed with foam from the machine and manual scrubbing devices. After shampooing and allowing sufficient drying time, the carpet shall be vacuumed following a pattern which will give the carpet pile a uniform appearance.

N. Clean Furniture: Cleaning furniture shall consist of the removal of evident soil, smudges, and dust from office chairs, visitors chairs, file cabinets, benches, exhibits, tables, telephones and other type furnishings. Cleaning

of vinyl furniture shall be accomplished with a spray bottle of neutral detergent for hard-to-remove soil. Cleaning of upholstered furniture shall be accomplished using a tank vacuum with upholstery attachment, dry foam concentrate, and a soft bristle brush.

Once a year during a regular furniture cleaning scheduled in July, all fabric covered chairs will be steam cleaned using an emulsifier and the water extraction method. After this cleaning they will be sprayed with an appropriate stain protector. After the stain protector is applied the chair shall be wiped clean of any residue.

O. Clean Markerboard Trays: Wipe the chalk/marker tray with a damp sponge or cloth to remove dust. Remove excess chalk dust or marker dust from erasers by vacuuming.

P. Wash Interior Glass: Applies to glass and plexiglass – horizontal panes, as well as skylights. Wash interior glass shall be defined as the complete removal of smudges, tape, oil film, and other types of soil from all glass in interior partitions, walls, doors, displays, exhibits, pictures and other glass areas (this includes both glass in exterior doors and vestibules). A glass cleaning chemical, window squeegee tool with rubber blade, clean sponge, and synthetic fiber cloths shall be used. The glass and frame shall be rinsed to remove any detergent solution residue. After washing, the glass areas shall be free of dust, soil, streaks, and water marks. Glass cleaner splash and drip marks shall be removed from all adjacent surfaces. Certain displays, exhibits, and pictures may preclude the use of a squeegee and/or require care to avoid damage due to excess fluid use. Windows in visitor center lobby entrance shall not be washed with an ammonia based solution.

Q. Wash Exterior Glass: Applies to glass and plexiglass – horizontal panes, as well as skylights. Wash exterior glass shall be defined as the complete removal of smudges, hard water deposits, tape, oily film, cobwebs, dust, and other types of soil from both sides of the glass and frames of exterior windows, doors, vestibules, etc. During times water is spilling through the dam's spillway, water deposits may occur on exterior glass located at the Visitor Center and Access Route. A glass cleaning chemical, window squeegee tool with rubber blade, clean sponge, and synthetic fiber cloths shall be used. The glass and frame shall be rinsed to remove any detergent solution residue. After washing, the glass areas, window frames, and window sills shall all be free of smudges, taps, oily film, cobwebs, dust and all other types of soil, streaks, and watermarks. Glass cleaner splash and drip marks shall be removed from all adjacent surfaces.

R. Entrance Exteriors: Perform the following activities:

- (1) Building exteriors adjacent to personnel and public entrance doors shall be swept to remove any accumulation of dirt, cobwebs, insects and/or bird nests.
- (2) Entrance door windows and adjoining glass panels, to the left and right, shall be cleaned in accordance with paragraphs P and Q.
- (3) Walkways shall be swept or vacuumed to the end of the walkway or the nearest vehicular parking or traffic area.

S. Litter Collection: Litter collection consists of collecting all refuse and litter within the defined boundaries of work areas indicated on enclosed drawings, work area descriptions, and performance frequency table. These areas surround and include viewpoints, boat ramps, parking areas, public use areas, offices, roads and road shoulders (road shoulder is defined as all area within 30 feet of the outside edge of roadway). Litter shall include, but not be limited to pop cans, bottles, paper, cigarette butts, boxes, fish waste, etc. Collected litter shall be deposited in the same dumpster used for trash.

T. Vault Toilet Cleaning: Perform the following activities:

- (1) Vault toilet cleaning will be performed on days scheduled in accordance with the performance frequency schedules, between the hours of 6:00 AM and 8:00 PM. However, cleanings must be scheduled to occur consistently in the mornings or afternoons. Major changes in scheduled cleaning times must be coordinated with the COR in advance.

- (2) The fixture, stools, urinals, and toilet risers (inside and out) will be thoroughly washed, using an approved cleaning agent and disinfectant. During freezing temperatures, minimal water shall be used,



insuring that icy conditions do not build up. The floors, including aprons and the first 10 feet of adjoining sidewalk will be swept clean.

(3) Debris - paper, matches, cigarette butts, etc. shall be removed.

(4) All insects, insect nests, bird nests, cobwebs, dirt, and any debris or residue left from insects or animals will be removed from the interior of the vault toilet and concrete apron in front of the vault toilets.

(5) Markings, stains, and all undesirable substances will be removed from walls, doors, floors, etc. with either chemical solvents or cleaning agents. If a stain, mark or substance cannot be removed by reasonable cleaning efforts, the COR shall be advised.

(6) An odor suppressant, which biologically interacts with the waste, will be applied in the toilets after cleaning. This application will be done in such a manner as to avoid direct contact with the toilet seat.

(7) Once during the last 7 days of every month (March through September only), the interior and exterior of all vault toilets will be thoroughly washed down by means of a pressure sprayer with approved cleaning agent and disinfectant. This will include the washing of all fixtures, stools, urinals, floors and ceiling.

(8) Toilet tissue will be replenished as needed to provide an adequate supply until the next scheduled cleaning.

U. General Janitorial Service: The actual services and locations where the work will be performed within this bid item will be decided upon by the COR on an as needed basis. The services shall include those already listed in this contract but will be used in additional areas or as supplemental jobs. The services shall also include others within the broad range of janitorial services including but not limited to sweeping, dusting, mopping, vacuuming, spot cleaning, glass cleaning, restroom cleaning, snow removal, etc. Equipment gas/oil, trash bags, restroom consumables, etc., shall still be furnished by the Contractor as it is with the other services. The locations of these services shall include those areas already on this contract, as well as the broader area shown on the Project Overview Map. As a guide, the Contractor will be given, 7 days to complete jobs of 10 hours duration or less, and 14 days to complete jobs of greater than 10 hours duration.

## 2. PERFORMANCE LOCATION

2.1 Work is to be performed in at least 12 separate areas at Chief Joseph Dam; Visitor Center, Security Station, Administration Building, Commons Building, Spillway Viewpoint, Lower Spillway, Orientation Area, South Viewpoint, Foster Creek, Debris Basin, Willow Flats (upstream Boat Ramp), and Brandt's Landing (reference attached drawings in Appendix A, depicting general work areas). Each of these areas are addressed separately in the performance frequency table (exhibit A). In addition, General Janitorial Service hours will be performed as needed at any locations shown on the Project Overview and Road System Map.

2.2 A narrative describing specific work areas follows:

a. The Visitor Center includes an entrance lobby, viewing area of powerhouse, exhibits, stairway, restrooms, audio-visual room with chairs, storage room and janitorial supply room (reference drawing #2).

b. The Security Station consists of a restroom, console area and office area (reference drawing #4). The station's surrounding sidewalks are included as well.

The Administration Building shall consist of all rooms, entrances and halls, including but not limited to, office space, conference rooms, training rooms, storage rooms, restrooms, and kitchen (reference drawing #6).

The Commons Building includes a large conference room with a movable partition that can be used to divide it into 2 rooms (reference drawing #5). There is a kitchen area adjoining the conference room. An adjoining hallway leads to restrooms, a janitorial/mechanical room and a computer lab. The isolated storage room is not included. The

restrooms have both interior and exterior doors. All rooms except those exempted are serviced including entrance areas. The surrounding sidewalks, ramps and steps are included as well.

Spillway Viewpoint Walkway & Restrooms shall consist of two flush restrooms, janitorial storage area, and concrete walkway from paved parking area down to the restrooms. The hatched area in drawing #3 depicts the work area.

f. The Vault Toilets each have a single toilet. They are constructed with pre-cast concrete walls and floors with inside dimensions of approximately 5-1/2 feet by 6-1/2 feet. A concrete apron with approximate dimensions of 5 feet by 5 feet lies outside the entrance door. The Lower Spillway, South Viewpoint, Foster Creek, Debris Basin, and Willow Flats Boat Ramp Vault Toilet locations are located shown on drawing #1. On the same drawing, Brandt's Landing is located approximately 6 miles by road from the Boat Ramp. A four-wheel drive vehicle will be required to access this site during the winter.

g. The Orientation Restroom consists of an adjoining pair of restrooms containing 4 toilets, 2 urinals and 4 sinks (reference drawing #7). Also included is a mechanical room with janitorial storage and a janitorial sink. The sidewalk area immediately in front of this building and extending to the parking lot is also included with this restroom.

### 3. PERFORMANCE TIMES

3.1 Janitorial services shall be performed at the Administration Building and Commons Building at times other than during office hours. Office hours shall be from 6:30 a.m. to 5:30 p.m. for the Administration Building and the Commons Building (Mon-Fri), unless determined otherwise by the COR. In addition at the Commons Building there may be evening and weekend events scheduled that will require the janitorial services to occur at other than normal times.

3.2 Janitorial services at the Visitor Center shall be performed at times other than when the Visitor Center is open to the public. Visitor Center hours will be from 8:00 a.m. to 5:00 p.m., unless determined otherwise by the COR.

Janitorial services at the Security Station will be performed between 5:30 p.m. and 6:30 a.m.

### 4. PERFORMANCE FREQUENCY SCHEDULES

Immediately following is the performance frequency schedule, depicting what work is to be performed when and in what area. This schedule covers all contract years, extending from 1 April to 30 March in the following year.

**ATTACHMENT: Exhibit A - Table 1 Performance Frequency Schedule**

<b>TABLE 1</b>		<b>PERFORMANCE FREQUENCY SCHEDULE</b>					
		<b>May through October</b>	<b>March through October</b>	<b>March through February</b>			
<b>Work Requirements</b>		<b>Visitor Center</b>	<b>Spillway Overlook</b>	<b>Security Station</b>	<b>Admin. Building</b>	<b>Commons Building</b>	<b>Orientation Restroom</b>
A.	Clean & Supply Restrooms	Su Tu Th	Su Tu Th	Su Tu Th	Su Tu Th	Su Th	Su Tu Th
B.	Remove Trash	Su Tu Th		Su Tu Th	Su Tu Th	Su Th	
C.	Sweep Floors / Walkways / Porches		Su Tu Th	Su Tu Th		Su Th	
D.	Wet Mop Floors			Su Tu Th		Su Th	
E.	Spot Clean	Su Tu Th	Sunday	Sunday	Sunday	Sunday	Sunday
F.	Dusting	Su Tu Th		Sunday	Su Tu Th	Su Th	Sunday
G.	High Dusting	Thursday	Thursday	Thursday	Thursday	Thursday	Thursday
H.	Clean Drinking Fountains	Su Tu Th	Su Tu Th		Su Tu Th	Su Th	Su Tu Th
I.	Clean Kitchen Area			Sunday	Su Tu Th	Su Th	
J.	Buffing	3Q		4Q	Su Tu Th	Su Th	
K.	Stripping & Refinishing Floor	3Q		4Q	4Q	4Q	4Q * no wax
L.	Vacuum Carpet	Su Tu Th			Su T Th	Su Th	
M.	Carpet Cleaning	3Q			4Q	4Q	
N.	Clean Furniture	Monthly		Monthly	Monthly	Monthly	
O.	Clean Markerboards				Su Tu Th	Sunday	
P.	Wash Interior Glass	Su Tu Th		Sunday	4Q	4Q	4Q * skylight
Q.	Wash Exterior Glass	Thursday		3Q	3Q	3Q	
R.	Entrance Exteriors	Sunday	Sunday	Sunday	Sunday	Sunday	Sunday
S.	Litter Collection		Sunday				Sunday
T.	Vault Toilet Cleaning	See Cleaning Chart, below					
U.	General Janitorial Service	<===== As Directed by COR =====>					

<b>T.</b>	<b>Vault Toilet Cleaning #</b>		<b>March - September</b>	<b>October - March</b>
	Lower Spillway		Su Tu Th	Sunday
	Foster Creek		Su Tu Th	Sunday
	South Viewpoint		Su Tu Th	Su Tu Th
	Debris Basin		Su Tu Th	Su Tu Th
	Willow Flat Boat Ramp		Su Tu Th	Su Tu Th
	Brandt's Landing		Su Tu Th	Su Tu Th

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